

Receiving-2 to 3 times per week

- Ensure all PO's and transfer invoices are closed when complete
- Ensure all Return invoices are closed when complete
- Complete or cancel all items after consulting with the appropriate individuals

Stock Locator-Every Day

- Ensure all products are in a location that is assigned the correct status

Task Management-2 to 3 times per week

- Ensure that all tasks are completed correctly
- Complete or cancel all items after consulting with the appropriate individuals

Cycle Count-EveryDay

- Ensure that all counts are reconciled and current
- Complete or cancel all item each day after researching each discrepancy

Wave Management-2 to 3times per week

- Ensure that all waves are in the correct status
- Complete or cancel all items after consulting with the appropriate individuals

Pick/Pack-Daily

- Ensure that all Invoices are Picked, Packed and shipped when complete
- Complete or cancel all items after consulting with the appropriate individuals

Redonciliation Report-Every Day

- Review and fix all items that are discrepant between Sapphire and WMI

Z Y Report-Every Day

- Fix all items that appear on the report